File No. 15
04

1904

(III Police –)

references.

ENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 – 4

PART B FOR May 1905

SUBJECT.

Village Rosters & Beat Chits.

FILE No. 158 of 1904-05.

Duty and Village Rosters and Beat Chits.

Inspector General of Police in Mysore, letter No. 5530-588, dated 28th March
a view to introduce a uniform system of maintaining the above Rosters,
rards for the sanction of Government certain revised forms, and requests that
the Superintendent, Government Press, may be asked to have the same printed
and a sufficient number of copies thereof supplied to his office.
To the Inspector General of Police, and the Superintendent, Government Press, G. O.
No. 3174-5, Police 158-2, dated 9th May 1905.
Approves the forms referred to in the above with Kannada headings, and directs
the Superintendent of the Government Press to arrange the printing of these
e proofs are passed by the Inspector General of Police in Mysore.

G. R. S. 11]

GENERAL AND REVENUE SECRETARIAT

(III - Police

NOTES

File. No 158 T.

FILE HEADING.

Duty and Village Rosters and Beat Chits

The Inspector General of Police.

No. 5530/588 Dated 28.3.05 Received 31.3.05

Diary No. 2053	Enclos. ~~From~~ Spare Copies. -	Serial No.

BRIEF ABSTRACT OF LETTER.

Forwards ~~contain~~ revised forms of the above and states that their introduction will result in a uniform method of keeping Rosters & in a considerable saving of in the cost of paper & printing. Requests the order of govt for their being printed & supplied by the Govt Press & that proofs of these may also be sent to him.

NOTES AND ORDERS.

Adverting to the question of Roster and Registers referred to on page 9 of the Proceedings of the Police Conference held in the month of Sep. 1904 the Inspector General of Police proposes the introduction of revised forms in place of

G.R.S. 12]
General and Revenue Secretariat.

File No. 15 of 190 4

Serial No.

those that are now in use. They are briefly as follow

Revised Form	Old Form (to be abolished)
1) Beat Books	Beat Chits

This proposal is made with a view to effect economy and prevent considerable waste of paper

2) Constable's Daily Duty Roster		Form No. 4.

This is proposed to introduce the A B C system of beat into the cities of Mysore & Bangalore and has been found to work with excellent results on the Kolar Gold Fields.

3) Roster of Duty		Form No. 7

This simple form is recommended in place of an elaborate one that is now in use.

4) Station House Report		Form No. 12

This form is almost the same as that which is in use at present with the alteration of the height

5) Printing the Village Rosters with alterations recommended by the Inspector General. The Inspector General requests that the Superintendent of the Press may be ordered to print the

* flag B.
• flag 9.
. flag A.
+ flag 6.
÷ flag E. * flag F.

Serial No.

revised forms and to forward the proofs to him for making necessary corrections before the required No. of copies are struck off for use from the beginning of the next official year.

4
3/4/05 — 2 Put up a short draft order approving of the changes proposed by the D.S.L. and directing the Supdt of Stationery to supply the revised forms after perusing proofs.

4 3-4-05

3 Draft submitted by the Dewan Saheb thro' the Secretary

4 6.4.1905
4/4/05 — Sec

L28 6.4.05

4 6.4.05

4. The revised forms may be approved

E.M. 5/4/05

5 8.4.05 6 8.4.1905 4

5. I agree - But I am not sure that digest-heads are necessary - In my opinion Kandas alone will do. When Committee

List of

Serial No.

has no objection the order as marked in pencil is passed 2.5.5 and to II Condition

628/ 6.2 are in objection to drawing with English headings in the Rent Book Kannada alone need do.

7. Hoffo altered. Above & 6.5.1905 — 4/5/05

2 To

The Dy of Police, in Mysore.
The Supdt Govt Press — — —
Rp. No. J3174-5/Pol 158-2 dated 9.5.05.

Approves the above forms with proper Kannad headings and directs the Supdt of Govt Press to arrange the printing of these forms after the proofs are passed by the Dy of Police.

From

3 The Dy of Police, in Mysore
Letter No: 6391/681 dated 12.5.05

Requests that the Supdt. of the Govt press may be directed to print certain enclosed forms

G.R.S. 12]
General and Revenue Secretariat.

File No. 158 of 1904-05

Serial No.

used in the Kolar Fields and supply them to the Kg Fields.

Subd with a draft order requesting the Supt Govt Press to print & supply the required no of the forms in question.

SW 19/5/05

Seen 19.5.05

Draft submitted to the Dewan Sahib thro the Councillor

19.5.1905

Rec'd 23.5.05

Seen. Bad same may be sent.

25/5/05

B. Rec'd 7/6/05

25.5.1905

6758/26.5.05

To

The Sy of Police in Mysore

The Supdt Govt Press —

Ro. No. 3461-2/Police 158-4/3 31.5.05.

Requests the supply of the Govt Press to print in Badami paper the required number of forms referred to in the above.

4

9/2053

No: 5530/588

En forms

Office of the
Inspector General of Police in Mysore
Dated, Bangalore, 28th March 1905.
30

Police File No 158 9.04-0
Serial No 1

From,

F. E. C. Carr Esquire,
Inspector General of Police
in Mysore.

To,

B. K. Venkatavaradaiengar Esquire,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Genl: and Revenue Departments.

Sir,

Adverting to the question of Rosters and Registers, referred to on page 9 of the Proceedings of the Police Conference held in the month of September last, copy of which was forwarded to Government with my letter No: 5148/540 dated 11th March 1905, I have the honor to state that the revision of the Daily and Village Rosters and Beat Charts calls for immediate attention. I have lately had ample opportunities of ascertaining that there is divergence of practice in different Districts, in the system of writing up and maintaining these forms. With a view therefore to have uniform Rosters in all Districts, I wish to lay before the Government the following proposals regarding the forms referred to.

2. If my proposals as regards these Rosters are agreed by Government, the cost of paper and printing will be very greatly reduced, as will also be the scriptory work of Police Stations and the work of supervision and the inspection of these books by superior Officers simplified and rendered far more efficient.

3. (1) Beat Charts and Beat Books. Police serial No: 40 A (vide form attached) is now in use, and about 200,000 of these forms are issued by the Government Press annually to Districts. This leads to considerable waste, as no proper check can be maintained over the accounts or issues and expenditure of these forms. I would suggest in great saving of paper and printing if instead of giving a beat chart daily to each constable as at present, a small book is opened for each Road or Village Beat as Form I (appended) - which is more or less same as the form in use in the Madras Police (attached for information).

Each Beat-Book should contain 30 pages and for the 30 forms now issued monthly for each beat, one form containing printed headings will suffice, to be pasted at the top of each beat book. These beat books may be made at the Press out of cardboard paper with headings in diglot, i.e., English and Canarese, as given in the sample form.

Each beat book will last for about 3 months, and for every beat only 4 books will be required in a year. There are in all about 2000 Road and Village Beats in the Province and we can therefore manage with 8000 beat books in the year; with about 2000 books in stock, to provide against contingencies, such as delay in issue of printed forms from the press &c.&c. making a total of 10,000 books as the probable estimate of our annual requirements; as against the present yearly issue of 200,000 - beat chits viz. a saving of 190,000 printed units.

(2) Duty Rosters. There are at present two different forms of Duty Rosters - One for the Cities of Bangalore and Mysore; and the other for District Stations.

City Roster

(a) Duty Roster for the Cities of Bangalore and Mysore and Kolar Gold Fields.

Form No: 40 enclosed known as the " Time and Beat roll " is made use in the Cities of Bangalore and Mysore. It is now proposed to substitute for this, a form called the " Constable's Daily Duty Roster."

The

The system of beats, which is found to work satisfactorily in all important Cities in the Madras Presidency, is that is called the A.B.C. system of beats, and this, with improvements, is being worked on the Kolar Gold Fields, with excellent results. I have not ordered it to be introduced into the Cities of Bangalore and Mysore, and I therefore do not consider necessary to introduce the new Roster Form.

I propose to substitute the "Constable's Daily Duty Roster" (sample enclosed) for the old form No: 40.

District Roster (1) Daily Rosters for all Stations outside Bangalore & Mysore Cities. The Roster now in use in all Districts are written up in bound books (Register No: 7), in Kolar or Head Stations on the large form, and in Sub-Stations on the small one.

This elaborate and unnecessarily detailed Roster (No. 7) is not required; and the simple and clear Roster of duty, showing on one side the details of beats to be performed by men, and on the reverse the absentees of each section, will be used in its place. A small form is appended for approval.

This new form utilises blank pages of the book, and not on 30 odd pages as in Form No: 7, facilitates checking, and greatly reduces the cost of paper. A book of 12 pages will be enough annually for each Station, and 300 books for the whole Province, instead of 600 books of 300 pages as at present, viz. a saving of 1,74,000 pages of printed headings.

(Note:- The new forms are already used in some Districts in manuscript.)

4. As regards form No: 12, on which daily reports of duty and occurrences are submitted to District Superintendent's offices, it is proposed to retain the form in use with slight alterations; (vide sample form, with heading in diglot, enclosed.)

6. Village Rosters. Police Serial No: 56 is now in use.

The headings are only in English, with no ruled columns for dates. The headings with slight alterations in diglot (English and Canarese) as also columns for dates (as in the sample form enclosed) should be printed.

This form should be issued to all stations annually in books of 12 sheets each, instead of loose sheets as at present; an annual supply of 700 books being sufficient for the whole Province.

3. The changes I propose in these printed Departmental Forms will conduce to a uniform method of keeping the Rosters, &c., with a considerable saving to Government in cost of paper and printing, and of unnecessary scripture work in the Police Stations. I request therefore that you will be so good as to move Government to order the Superintendent of the Government Press to supply the revised forms, as shown below, from the beginning of the next Official year.

Revised Form.	Old Form. (Abolish)
1. Beat Books (as per sample enclosed: Books of 30 pages each)	Beat Chit (Form No: 40 A)
2. Constables Daily Duty Roster (sample enclosed: in Books of 12 pages each)	Form No: 40.
3. Roster of duty (sample enclosed: in Books of 12 pages each)	Form No: 7.
4. Station House Report (as per sample enclosed in loose sheets)	Form No: 12.

I further request that the Superintendent of the Press may be asked to forward the proofs of these revised forms to me for approval before finally printing them so that any necessary corrections may be made.

I have the honour to be,

Sir,

Your most obedient servant,

J C Pa[illegible]

G.R.S. 28]

File No. 158
Serial No. 2

Diary No. of letter replied to ———

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.
(Police

, *the* 9/5 1905

Date of issue 9/5/05

Signed by Mgs: K. S. Chandra Shekhara Aiyar

READ.—

Letter No. 5530/588, dated the 28th March 1905 from the Inspector General of Police in Mysore, submitting for approval the introduction of certain revised departmental forms

~~ORDER THEREON.—No~~

namely, Beat-Books, Constable Daily Duty Roster, Roster of Duty, Station House Report and Village Roster as per samples sent by him in place of those that are now in use, with a view

over

SUBJECT

ensure uniformity of practice better supervision and check and to reduce the temptation in work in the Police Stations

Order thereon: J 3174-5 / Police 158-2. 8/9/5/05

(1) Approved: but the heading need not be in English also. Purely Kannada forms will do.

2) The Supdt of the Govt Press will arrange for printing these forms at an early date and supplying the required number of copies after the proofs are passed by the Inspector General of Police.

6/4/1905

4/4/05 4/4/05

To The Inspector General of Police in Mysore
To The Supdt of the Govt Press with the sample revised forms.

Copied 8/5/05
Examined S.N 8/5/05

Misc III vol 13/5/10 J 2352

File No: 158

190 • Serial No: 3

From

The Inspector General of

Police in Mysore.

To

The Secy. to the Govt. of Mysore,

Gen. and Rev. Dept.

Dated

Despatched 12th May 1905

Received

General No. 6391

No. 681

Enclosure No. 6

Requesting that the Superdt: Govt: Press may be directed to print and supply to the Kolar Gold Fields certain forms, the samples of which are herewith submitted.

OFFICE OF THE INSPECTOR GENERAL
OF POLICE IN MYSORE,

Bangalore 12th May 1905

Enc.

From F. E. b. Bain Esquire,
~~THE~~ INSPECTOR GENERAL OF POLICE IN MYSORE.

To B. K. Venkatavaradaiengar Esquire,
~~THE~~ SECRETARY TO THE GOVERNMENT OF MYSORE,
GENERAL AND REVENUE DEPARTMENTS.

Sir,

vide Kg V. In continuation of this office No 5-5-30/5-88 dated 28th March 1905, I have the honour to state that the marginally noted forms are in use in the Kolar Gold Fields. The A. B. C. System of Beats which obtains there, necessitates the use of these forms and one of these, viz. "Constables' Daily Duty Roster" has been recommended for the cities of Bangalore and Mysore also.

These forms will be gradually introduced into the cities, with necessary

1. Monthly selection form.
2. Rough reports
3. 4. Allocation forms
5. Daily Duty Roster
1. Central Roster forms.
2. 1. Roster of Special

odifications when the new System of beats as become far

The Superintendent Government Press, Bāles in his letter No 914 dated 11th April 1905 that the forms are new and cannot therefore e printed:

I request that you will kindly move e Government to order the Superintendent f Government Press to print and supply iese forms to the Kolar Gold Fields.

Sample forms are enclosed for inform

I have the honour to be,
Sir,
Your most obedient Servant,

J C Cu

ector General of Police

G.R.S. 28]

Police

File No. 158

Serial No. 4

Diary No. of letter replied to –

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

(Police)

, the 31/5/ 190 5

Date of issue 31/5/05

Signed by A.G.C. K.S. Shamiah

for Secretary to Government.

Monthly Section form.
Rounds Report.
Duty Roster of Special Reserve Detachment.
Allocation forms.
Daily duty Roster.
Section Roster forms.

6769
28-5-05

READ.—

Letter No 6391/681, 12th May 1905, from the Inspector General of Police in Mysore, stating that the forms noted in the margin are in use in the Kolar Gold Fields and that these will be gradually introduced with modifications into the Cities of Bangalore and Mysore where the new system of beat has become familiar and requesting that sanction may be accorded to the printing and supply of the said forms, as the Superintendent

~~ORDER THEREON.—No.~~

over

SUBJECT

605

of the Govt Press objects to
~~print them as being~~ do on the ground that the forms are new.

Order thereon J 3461-2 / Police: 158-24 dt 31/5/05

The Superintendent of the
Govt Press is requested to
cause the required number of
the forms referred to, to be printed
and supplied to the ~~Superintendent~~
of Police, ~~Kolar Gold Fields~~
Banking paper, 2 reams used

19.5.1905

19/5/05 Secretary

SN 17/5/05

To

The I G of Police in Mysore.
The Superintendent, Govt Press
with a sample of each form.

Copied GG 30/5/05
Examined SN 30/5/05